

HECTA 360° Survey Tool

User Manual

The HECTA 360 survey tool is designed to gauge your feedback on leadership behaviours of SDP employees. This survey allows you to have a better understanding of yourself and your colleagues in the journey of living HECTA Principles: Humility, Empowerment, Customer Centricity, Teaming, and Accountability.

This survey tool will gather feedback from your good self, immediate superior, subordinate(s) and peer(s), hence called "360 Survey"

A. Accessing The Survey Tool

Website address: <http://www.hecta360.com>

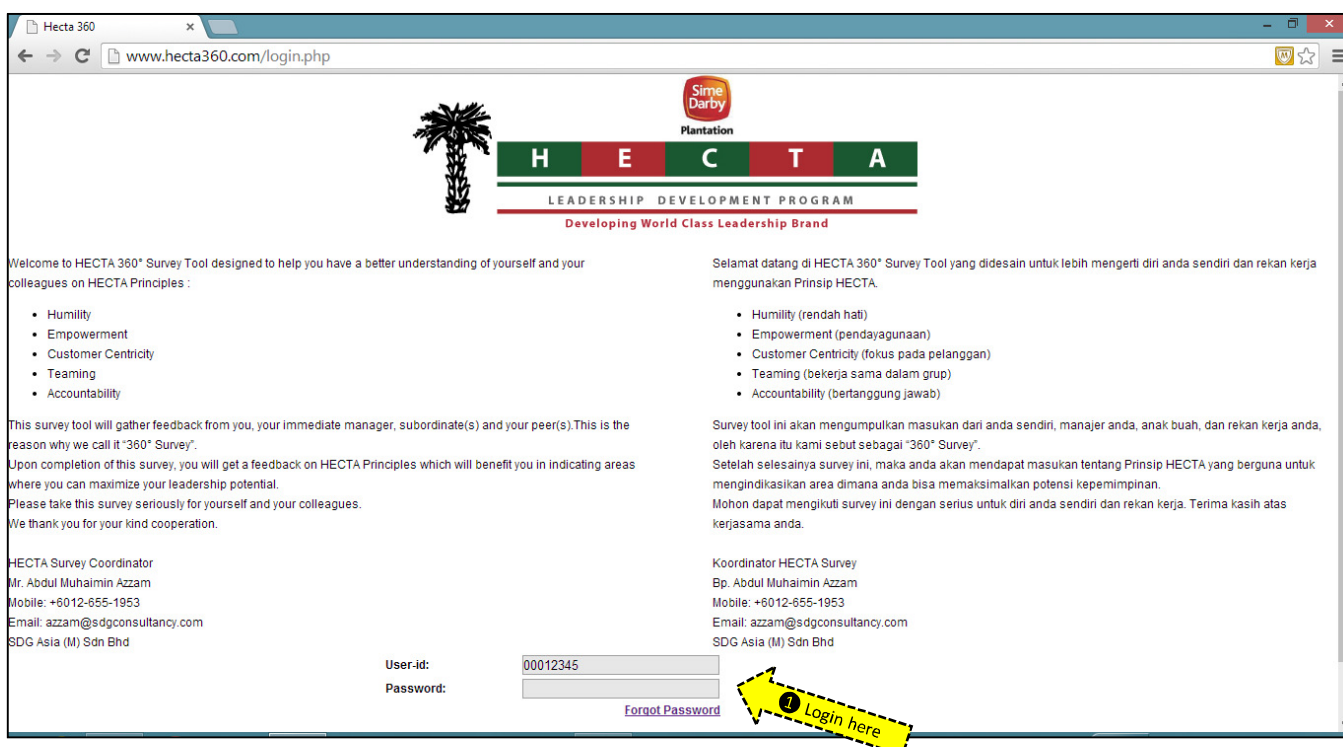
User-id: (your Employee SAP ID in full number)

Password: (initial password = your Employee SAP ID and series date of birth)

Example: if your Employee SAP ID = 12345, Date of birth = 01-June-1960 → "010660"

User-id:

Password:



The screenshot shows the login page of the HECTA 360 Survey Tool. The page has a header with the Sime Darby Plantation logo and the HECTA 360° Survey Tool title. Below the header, there is a welcome message in English and Indonesian. The English text says: "Welcome to HECTA 360° Survey Tool designed to help you have a better understanding of yourself and your colleagues on HECTA Principles:". The Indonesian text says: "Selamat datang di HECTA 360° Survey Tool yang didesain untuk lebih mengerti diri anda sendiri dan rekan kerja menggunakan Prinsip HECTA.".

Below the welcome message, there are two columns of text. The left column lists the HECTA Principles: Humility, Empowerment, Customer Centricity, Teaming, and Accountability. The right column lists the HECTA Principles in Indonesian: Humility (rendah hati), Empowerment (pendayagunaan), Customer Centricity (fokus pada pelanggan), Teaming (bekerja sama dalam grup), and Accountability (bertanggung jawab).

Below the list of principles, there is a paragraph of text in English: "This survey tool will gather feedback from you, your immediate manager, subordinate(s) and your peer(s). This is the reason why we call it '360° Survey'. Upon completion of this survey, you will get a feedback on HECTA Principles which will benefit you in indicating areas where you can maximize your leadership potential. Please take this survey seriously for yourself and your colleagues. We thank you for your kind cooperation.".

Below the paragraph of text, there is a paragraph of text in Indonesian: "Survey tool ini akan mengumpulkan masukan dari anda sendiri, manajer anda, anak buah, dan rekan kerja anda, oleh karena itu kami sebut sebagai '360° Survey'. Setelah selesainya survey ini, maka anda akan mendapat masukan tentang Prinsip HECTA yang berguna untuk mengindikasikan area dimana anda bisa memaksimalkan potensi kepemimpinan. Mohon dapat mengikuti survey ini dengan serius untuk diri anda sendiri dan rekan kerja. Terima kasih atas kerjasama anda.".

At the bottom of the page, there is a login form with the following fields:

- User-id:
- Password:
- [Forgot Password](#)
- [Login here](#)

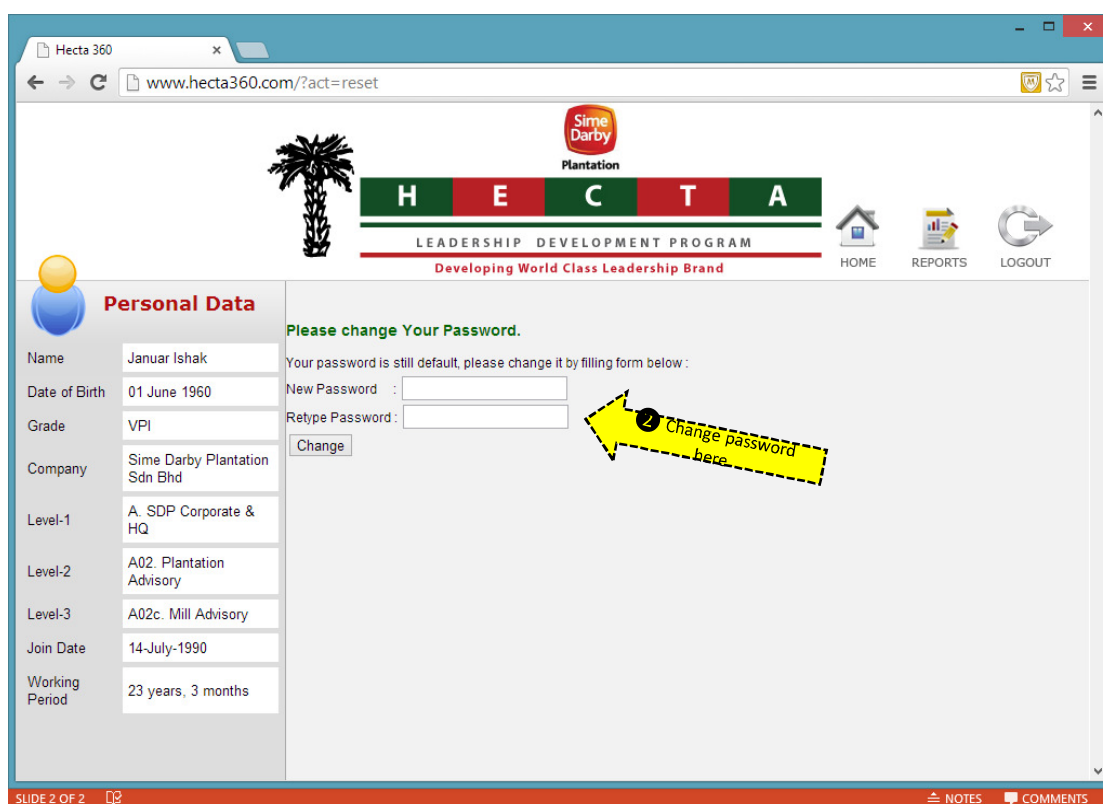
Once you enter the system, you will be immediately prompted to change the default password.

New Password:

Re-type Password:

The new password will be sent to your corporate email address.
If you do not have a corporate email, please note the password manually.

See the screen below:



HECTA 360

Personal Data

Name	Januar Ishak
Date of Birth	01 June 1960
Grade	VPI
Company	Sime Darby Plantation Sdn Bhd
Level-1	A. SDP Corporate & HQ
Level-2	A02. Plantation Advisory
Level-3	A02c. Mill Advisory
Join Date	14-July-1990
Working Period	23 years, 3 months

Please change Your Password.

Your password is still default, please change it by filling form below :

New Password :

Retype Password :

Change password here

If you encounter any problems in accessing this survey, please write an email or call the HECTA survey Coordinator.

HECTA Survey Coordinator

Mr. Abdul Muhaimin Azzam

Mobile: +6012-655-1953

Email: azzam@sdgconsultancy.com

SDG Asia (M) Sdn Bhd

B. Entering Survey

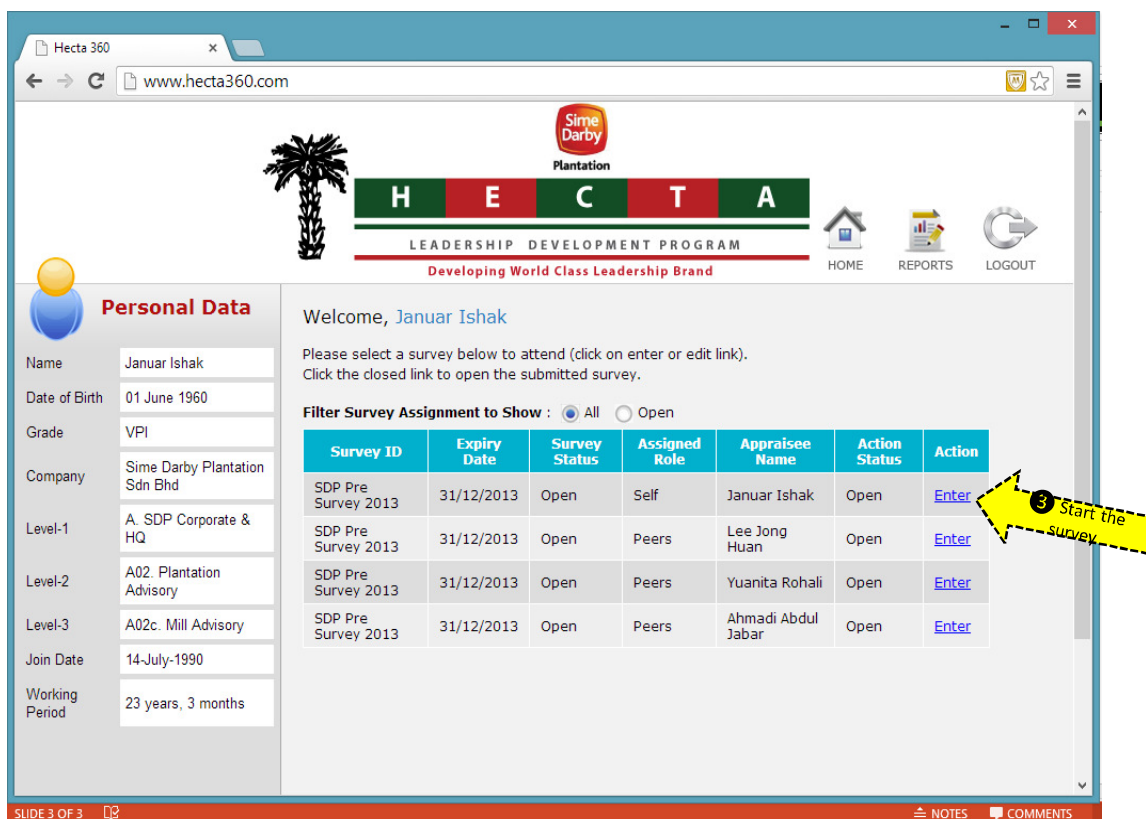
In the system you will be able to see your data and survey assignment list.

You may have more than one survey to be completed for different roles;

- As your good self
- You as a 'Superior'
- You as a 'Peer'
- You as a 'Subordinate'

Some of you may not have a "Self Assessment" survey as you have yet to be nominated to participate in the HECTA Leadership Development Program for FY1314. Therefore you are only invited to give feedback for other employees.

In the future you may have to attend to more than one survey. You can filter the survey assignments by selecting the assignment status, either "All" or "Open"



The screenshot shows the Hecta 360 web application interface. On the left, there is a 'Personal Data' sidebar for user 'Januar Ishak'. The main content area displays a welcome message and a list of survey assignments. A yellow callout box with the number '3' and the text 'Start the survey' points to the 'Enter' button in the 'Action' column of the first survey row.

Survey ID	Expiry Date	Survey Status	Assigned Role	Appraisee Name	Action Status	Action
SDP Pre Survey 2013	31/12/2013	Open	Self	Januar Ishak	Open	Enter
SDP Pre Survey 2013	31/12/2013	Open	Peers	Lee Jong Huan	Open	Enter
SDP Pre Survey 2013	31/12/2013	Open	Peers	Yuanita Rohali	Open	Enter
SDP Pre Survey 2013	31/12/2013	Open	Peers	Ahmadi Abdul Jabar	Open	Enter

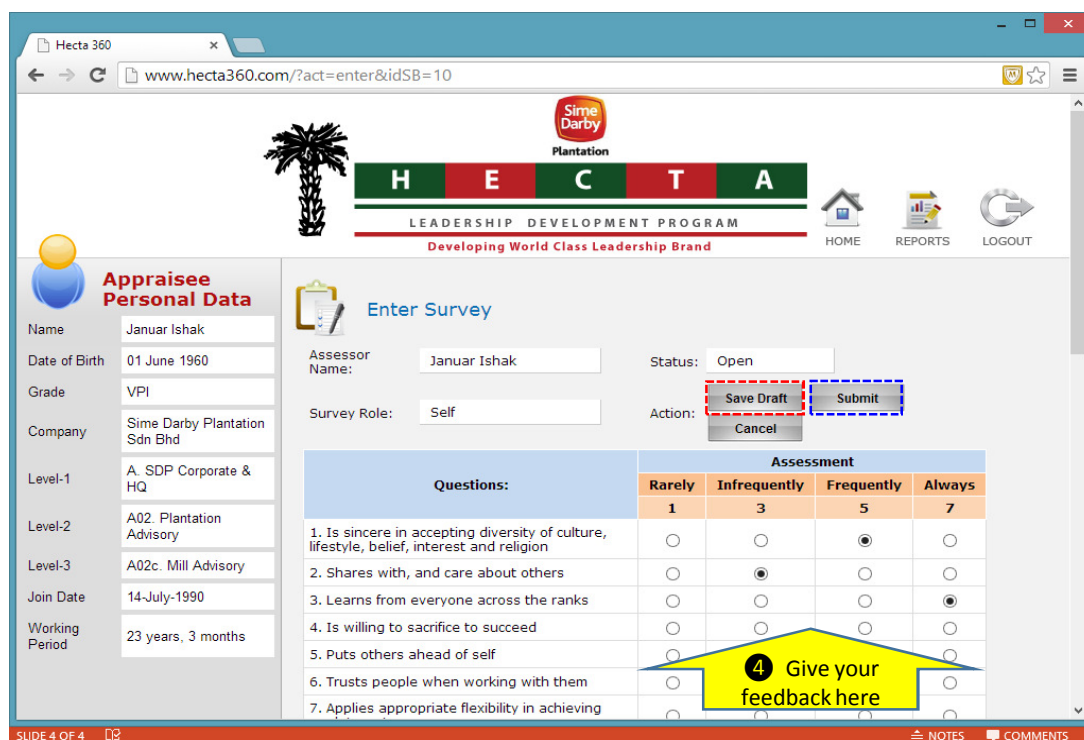
You will see various action status. Each status allows for different actions;

- **Open** = This is a new survey assignment and you are requested to give your response. You can begin the survey by clicking on the "Enter" button.
- **Draft** = You have previously responded to this survey assignment and saved your feedback in draft mode. You may continue the survey by clicking the "Edit" button.
- **Submitted** = You have completed and submitted the survey assignment. You can no longer make amendments to the survey but you could still view the assignment in read-only format. This can be done by clicking the "Closed" button

There are 30 questions to be answered. You **MUST** answer all 30 questions before you could submit the assignment.

You will need to respond by selecting either one of the following radio buttons;

- 1 – Rarely
- 3 – Infrequently
- 5 – Frequently
- 7 – Always



Appraisee Personal Data

Name: Januar Ishak
 Date of Birth: 01 June 1960
 Grade: VPI
 Company: Sime Darby Plantation Sdn Bhd
 Level-1: A. SDP Corporate & HQ
 Level-2: A02. Plantation Advisory
 Level-3: A02c. Mill Advisory
 Join Date: 14-July-1990
 Working Period: 23 years, 3 months

Enter Survey

Assessor Name: Januar Ishak
 Status: Open
 Survey Role: Self
 Action: **Save Draft** (highlighted), Submit, Cancel

Questions:	Assessment			
	Rarely 1	Infrequently 3	Frequently 5	Always 7
1. Is sincere in accepting diversity of culture, lifestyle, belief, interest and religion	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Shares with, and care about others	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Learns from everyone across the ranks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Is willing to sacrifice to succeed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Puts others ahead of self	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Trusts people when working with them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Applies appropriate flexibility in achieving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SLIDE 4 OF 4 | NOTES | COMMENTS

If you need more time to complete the survey you can click the “Save Draft” button before exiting the website.

You may resume your survey later by clicking the “Edit” button.


When you have completed the assignment, please click the “Submit” button to submit your survey.


Upon submission of survey, your status will automatically be changed to “Closed”, and you may view your feedback in a read-only format

Filter Survey Assignment to Show : <input checked="" type="radio"/> All <input type="radio"/> Open						
Survey ID	Expiry Date	Survey Status	Assigned Role	Appraisee Name	Action Status	Action
SDP Pre Survey 2013	31/12/2013	Open	Self	Januar Ishak	Draft	Edit
SDP Pre Survey 2013	31/12/2013	Open				
SDP Pre Survey 2013	31/12/2013	Open				
SDP Pre Survey 2013	31/12/2013	Open				

Filter Survey Assignment to Show : <input checked="" type="radio"/> All <input type="radio"/> Open						
Survey ID	Expiry Date	Survey Status	Assigned Role	Appraisee Name	Action Status	Action
SDP Pre Survey 2013	31/12/2013	Open	Self	Januar Ishak	Submitted	Closed
SDP Pre Survey 2013	31/12/2013	Open	Peers	Lee Jong Huan	Open	Enter
SDP Pre Survey 2013	31/12/2013	Open	Peers	Yuanita Rohali	Open	Enter
SDP Pre Survey 2013	31/12/2013	Open	Peers	Ahmadi Abdul Jabar	Open	Enter

You still can view your submitted feedback read-only by clicking icon Action “Closed”.


Appraiser Personal Data


Show Survey

Name: Januar Ishak
Date of Birth: 01 June 1960
Grade: VPI
Company: Sime Darby Plantation Sdn Bhd
Level-1: A. SDP Corporate & HQ
Level-2: A02. Plantation Advisory
Level-3: A02c. Mill Advisory
Join Date: 14-July-1990
Working Period: 23 years, 3 months

Assessor Name: Januar Ishak
Survey Role: Self
Status: Submitted
Action: **Back**

Questions:	Assessment			
	Rarely 1	Infrequently 3	Frequently 5	Always 7
1. Is sincere in accepting diversity of culture, lifestyle, belief, interest and religion			X	
2. Shares with, and care about others		X		
3. Learns from everyone across the ranks				X
4. Is willing to sacrifice to succeed			X	
5. Puts others ahead of self			X	
6. Trusts people when working with them			X	
7. Applies appropriate flexibility in achieving work targets			X	
8. Taps people's potential by empowering them to do more				X

C. Survey Reporting

Once you have completed answering all necessary survey assignments, you may view the results by following the steps below;

1. Click the “REPORTS” icon
2. Click the “Individual Survey Result” button on the left panel
3. Select the desired “Survey ID” (either pre assessment or post assessment results)

When the post assessment survey is made available on the system;

- You are required to give your feedback once again by following the steps above
- You may compare the pre and post assessment results side by side in a graphical format.

For your information, the **blue line** on the chart shows the results from “Self Assessment” only. The **orange line** is the aggregated results of your superior, peers and subordinates.

To ensure confidentiality of information is upheld, you are not allowed to view the aggregated results separately. This means you are not allowed to view your Superior’s/peers’/subordinates’ assessment on you only.

